

## MANILAQ ASSOCIATION

04-04

Title: Ambulatory Services Manager  
Status: Exempt-Administrative  
Housing Priority: 1  
Safety Sensitive: Yes

Program: Ambulatory Care  
Range: 18  
Name Check: No  
Fingerprints: Yes

### POSITION SUMMARY

Functions as first line supervisor in the management of the Ambulatory Care Unit where nursing services are provided five days a week and on-call as needed.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Establishes and maintains standards of patient care by providing leadership and direction for Ambulatory Care staff in all areas of practice.
2. May be designated as Director of Nursing Services in the absence of that person.
3. Provides supervision for the unit, assuring staffing is appropriate, training is given as needed, and approving work schedules for all unit staff.
4. Coordinates with Nursing Services Leadership and others as needed, to identify staff development needs, plan for meeting those needs and assist with staff orientation/education needed.
5. Develops, implements, and monitors Department Improvement Plan (DIP) and other Performance Improvement (PI) activities with staff involvement.
6. Maintains Department Budget within budgetary guidelines; makes revisions to budget as necessary; and promptly reports needs, issues, or discrepancies to supervisor.
7. Serves on various hospital committees as assigned and encourages and facilitates participation by staff in Unit and committee activities.
8. Provides nursing care as needed.
9. Maintains and documents Age-Specific and Area-Specific competency.
10. Completes Performance Reviews on all staff in a timely and appropriate manner.

### SKILLS AND KNOWLEDGE

4 years of experience as a Registered Nurse, including one year with management responsibilities. Current Alaska licensure to practice as a Registered Nurse. Familiarity with computers and the RPMS system is desirable.

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of people in this job.

### REVIEW/APPROVAL

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Level Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date